

Notice of Career Opportunity

United States Probation Office Eastern District of Missouri



Posting Date:	April 5, 2021
Vacancy Number:	AA-421
Position:	Administrative Assistant to Probation Officer
Salary Range:	CL 22: \$28,197 - \$35,265 (Salary and classifications dependent upon qualifications and location)
Duty Station:	U.S. Probation Office – Cape Girardeau
Closing Date:	April 15, 2021 - <i>applications considered as they are received</i>

Position Summary

The United States Probation Office for the Eastern District of Missouri is accepting applications for the position of an Administrative Assistant to Probation Officer. This position is temporary, full-time, but may become permanent, full-time without further advertisement. **The initial appointment is for one year and one day**, and **may** be extended dependent upon the budget. This position will be stationed in the Cape Girardeau, MO office.

Summary of Representative Duties and Responsibilities

- Assist probation officers in compiling criminal histories/profiles, running record checks through local and national databases and files, conducting inquiries with collateral agencies and community service agencies, collect verifiable and supportable documentation (i.e. MSRs), and performing similar activities.
- Enter data and information into the agency's computerized database system (i.e. Chronological Record, CLETS, PACTS). Forwards delinquency letters to offenders when necessary.
- Maintains offender/defendant list for each officer, updating monthly to ensure accuracy of officers' caseload and track case plans, expirations and other necessary record checks.
- Prepare and process forms and documents, ensuring consistency and accuracy among court-supplied documents, officer reports, and related paperwork.
- Contact various local, state, and national law enforcement and regulatory agencies to collect and record information to assist with investigations.
- Prepare and update case files and reports investigation and supervision, at the direction of an officer and in accordance with established policies and practices. Format, type, and edits reports or court letters prepared by officers.
- Prepare forms and letters at the direction of the probation officer and/or supervisor.
- Maintain paper and computerized records of urinalysis test results and inform officer of results.
- Where applicable, may assist office or officers with non-English speaking offenders/defendants, family members, and witnesses in translating, including translating documents and correspondence.
- Fingerprints offenders as directed by the probation officer for posting of FBI Flash Notice.
- Verifies financial balances for restitution or fines through contact with District Court Clerk's office or other districts.

- Conducts Accurant financial investigations and request credit check investigations as directed by probation officer.
- Enters, analyzes, maintains, and produces accurate data in various automated and manual systems.
- Perform general office duties such as, but not limited to, general reception and clerical duties.
- Perform other representative duties as assigned.

Required Qualifications

Applicants must be a high school graduate or equivalent. Bachelor's degree is preferred. Must have excellent communication and organization skills and able to work independently. Strong writing, analytical and decision-making skills are required. Knowledge and skills in use of personal computers and software applications to prepare reports and correspondence is required. Applicants must have thorough knowledge of office procedures, practices, processes and telephone etiquette. Ability to organize work in conjunction with interruptions and distractions to meet recurring deadlines, and maintain tracking systems related to cases. Experience with the criminal justice system and/or bilingual in Spanish or other pertinent language is a plus.

Applicants should have clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

Conditions of Employment

- Applicants must be a United States citizen or eligible to work in the United States. Appointment is contingent upon providing proof of United States citizenship or proof of authorization to work in the United States as required by the Immigration Reform and Control Act of 1986.
- The position is subject to mandatory electronic direct deposit of salary payment.
- Applicants selected for interviews must travel at their own expense. The office does not pay for relocation expenses.
- Judiciary employees serve under excepted appointments and are considered "at will" and can be terminated with or without cause by the Court.
- The U.S. Courts require employees to adhere to a Code of Conduct that is available to applicants for review upon request.

Background Investigation Requirements

The selectee considered for this position is required to undergo an FBI Background Check and/or Investigation. The selectee may be appointed provisionally, and retention will depend upon favorable suitability determination of the background investigation.

Benefits

Employees of the U.S. Courts are not classified under Civil Service, however, they are entitled to the same benefits as other Federal employees. These include:

- 10 paid holidays per year
- 13 days paid vacation
- 13 days of paid sick leave per year (unlimited accumulation)
- Choice of a variety of employer-subsidized federal health and life insurance plans
- Optional dental and vision plans

- Mandatory participation in the Federal Employees Retirement System
- Optional participation in the Thrift Savings Plan
- Optional long-term care insurance
- Optional participation in Flexible Benefit and Commuter Benefit Programs

How to Apply

Please email a detailed resume (including references) and completed application for judicial branch employment, form AO-78 (available at <http://www.uscourts.gov/forms/AO078.pdf>) to:

kenneth_lawrence@moep.uscourts.gov

All property submitted becomes the property of the U.S. Probation Office. The Court has the right to modify the conditions of this vacancy announcement, withdraw the announcement, or fill the position at any time before the closing date, any of which may occur without prior written notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the U.S. Probation Office may elect to select a candidate from the applicants who responded to the original announcement without re-posting the position. Only applicants who are selected to be interviewed will be contacted.

The Probation Office provides reasonable accommodations to applicants with disabilities.

The Court is an Equal Employment Opportunity employer